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MEMORANDUM FOR THE RECORD

SUBJECT: Applicant Drug Use

1. We have agreed that while each applicant case must be considered as a separate case the following standards generally will be applied in evaluating suitability of applicants who use drugs:

a. Any reported or found use of hard drugs, i.e., the opiates, LSD, mescaline, amphetamine, etc., will be grounds for automatic disqualification.

b. There are degrees of marijuana use which should be treated as follows:

(1.) The applicant who reports in the appropriate item on the Personal History Statement that he has used marijuana in the past essentially in an experimental way will, other things being equal, be accepted for processing. He will, however, be warned by Security during the EOD process that repeated use after entrance on duty will result in his dismissal.

(2.) The applicant whose statement on the PHS reflects continued and habitual use of marijuana will be disqualified.

(3.) The applicant whose statement indicates a circumstance someplace between an experimental use and a habitual use will be asked by me by letter to describe in greater detail the circumstances and conditions, on the basis of the response to which I will decide for or against processing.

(4.) If an individual is found to have used marijuana subsequent to submitting a formal application, the Applicant Review Panel will conduct a formal and complete evaluation of his case. Referral to the Offices of Personnel, Security, and Medical Services after entrance on duty for a suitable warning or counseling will vary according to the circumstances of the case. In this instance, the Panel will be expected to advise the Director of Personnel on the type, if any, of admonition that appears to be required. For instance, the individual may after EOD be advised

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by the Director of Personnel that his employment is probationary; he may be warned by an official of the Office of Security of the penalties which will follow should he again use marijuana; or he may be warned that if there is a lapse his case may be referred to the Office of Medical Services for a further determination as to his overall medical suitability.

2. We will each ensure that the necessary key officers in our applicant processing mechanism will be briefed in accordance with this memorandum.

Robert S. Wattles
Director of Personnel

Distribution:

- Orig - D/Pers Policy File
- 2 - Director of Medical Services
- 1 - Director of Security
- 1 - D/Pers Subject File
- 1 - DD/Pers/R&P
- 1 - C/SPD
- 1 - C/CSB/SPD
- 1 - C/MMPD
- 1 - C/SAS